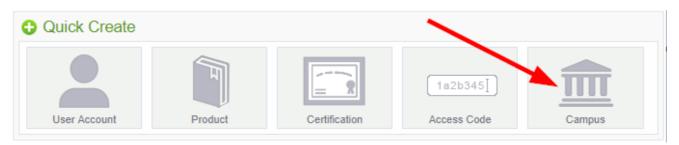
Create a Campus

- 1. Log in with a Site Manager account.
- 2. Select **Campus** from the home page under the Quick Create menu.



- 3. Complete the form.
 - a. Enter the name for the campus.
 - b. Select available dictionaries from the drop-down menus as the default languages for this campus.
 - c. Enter an optional description. The description is not publicly displayed.
 - d. **Save** to create the new campus or **Cancel** to navigate to the campuses page without saving the changes.
- 4. Assign user groups (see Add or Remove Campus User Groups).
- 5. Set up optional email notifications (see Add Campus Emails).